

LEGEND for Windows 7 Users: E = Essential Modules; O = Optional modules; * = Parts are relevant						
Category (& Legend)	Course	Module	Win7	User		
Introductory Computer Trainin	1-Introduction to Computers and the Interne	1.1 - Intro to computers	E			
Introductory Computer Trainin	1-Introduction to Computers and the Interne	1.2 - Using a Computer	E			
Introductory Computer Trainin	1-Introduction to Computers and the Interne	1.3 - Intro to Word Processing	E			
Introductory Computer Trainin	1-Introduction to Computers and the Interne	1.4 - Formatting a Word Processing document	E			
Introductory Computer Trainin	1-Introduction to Computers and the Interne	1.5 - Introduction to the Internet	E			
Introductory Computer Trainin	1-Introduction to Computers and the Interne	1.6 - Searching the Internet	E			
Introductory Computer Trainin	2- Introduction to web based email	2.1 - Intro to email	E			
Introductory Computer Trainin	2- Introduction to web based email	2.2 - The Gmail screen	E			
Introductory Computer Trainin	2- Introduction to web based email	2.3 - Sending and Receiving Email	E			
Introductory Computer Trainin	2- Introduction to web based email	2.4 - Email Etiquette	E			
Windows 7 Training	blank	1 - Windows 7 overview	E			
Windows 7 Training	blank	2 - System settings	E			
Windows 7 Training	blank	3 - The Start Menu	E			
Windows 7 Training	blank	4 - The Taskbar	E			
Windows 7 Training	blank	5 - The Document Window	E			
Windows 7 Training	blank	6 - Gadgets	E			
Windows 7 Training	blank	7 - Instant Search	E			
Windows 7 Training	blank	8 - Shortcuts	E			
Windows 7 Training	blank	9 - Working With Libraries	E			
Windows 7 Training	blank	10 - Ease of Access Centre	E			
Windows 7 Training	blank	11 - Getting Help	E			
Learning Windows 8	2 – Customizing Windows	2.2 Creating a Microsoft Account	O*			
Learning Windows 8	6 – SkyDrive	6.1 What is SkyDrive	O			
Learning Windows 8	6 – SkyDrive	6.2 Adding Files to Your SkyDrive	O			
Learning Windows 8	6 – SkyDrive	6.3 Saving to SkyDrive	O			
Learning Windows 8	6 – SkyDrive	6.4 Opening Content from SkyDrive	O			
Safety on the Internet	1 – How to Use This Training	1.1 You are Not Alone	E			
Safety on the Internet	1 – How to Use This Training	1.2 Safely Surfing the Internet	E			
Safety on the Internet	1 – How to Use This Training	1.3 Email Safety Guidelines	E			
Safety on the Internet	2 – Social Media and Online Accounts	2.1 Social Media Safeguards	E			
Safety on the Internet	2 – Social Media and Online Accounts	2.2 Password Management	E			
Safety on the Internet	2 – Social Media and Online Accounts	2.3 User Names	E			
Safety on the Internet	3 – Safer Browsing and Apps	3.1 Online Purchases	O			
Safety on the Internet	3 – Safer Browsing and Apps	3.3 Anonymous Apps	O			
Safety on the Internet	3 – Safer Browsing and Apps	3.4 Browser Safety Options	E			
Safety on the Internet	3 – Safer Browsing and Apps	3.5 Parental and Family Controls	O			
Safety on the Internet	4 – Online Dangers	4.1 Illegal Downloads	E			
Safety on the Internet	4 – Online Dangers	4.2 Sexting and Snapchat	O			
Safety on the Internet	4 – Online Dangers	4.3 Cyber Bullying	O			
Safety on the Internet	4 – Online Dangers	4.4 Trolling	O			
Safety on the Internet	4 – Online Dangers	4.5 Doxxing	O			
Safety on the Internet	4 – Online Dangers	4.6 Online Gambling	E			
Safety on the Internet	4 – Online Dangers	4.7 Online Dating	E			
Safety on the Internet	5 – Advanced	5.1 Using Firewalls	O			
Safety on the Internet	5 – Advanced	5.2 Routers and Security	O			
Safety on the Internet	6 – Assessments	6.1 Internet Safety Assessment 1	O			
Safety on the Internet	6 – Assessments	6.2 Internet Safety Assessment 2	O			
Safety on the Internet	6 – Assessments	6.3 Internet Safety Assessment 3	O			
Safety on the Internet	6 – Assessments	6.4 Internet Safety Assessment 4	O			
Safety on the Internet	6 – Assessments	6.5 Internet Safety Assessment 5	O			
Safety on the Internet	6 – Assessments	6.6 Internet Safety Assessment 6	O			